

# Microsoft Office XP

## Intermediate Power Point:

### Advanced capabilities

**Objective 1:** Format presentation using slide masters.

#### Slide Masters

Every presentation has slide masters that control the overall appearance and layout of each slide. The master slide contains all the formatting information that the template brings into the presentation. All changes made to the master slide will be reflected on each slide in your presentation. From a design aspect, it is best to change any text formatting from the Master Slide to maintain consistency throughout your presentation.

**Slide Master** – Settings on the Slide Master change the looks of all the slides except the Title slide.

**Title Master** – Settings on the Title Master change the looks of the Title slide only.

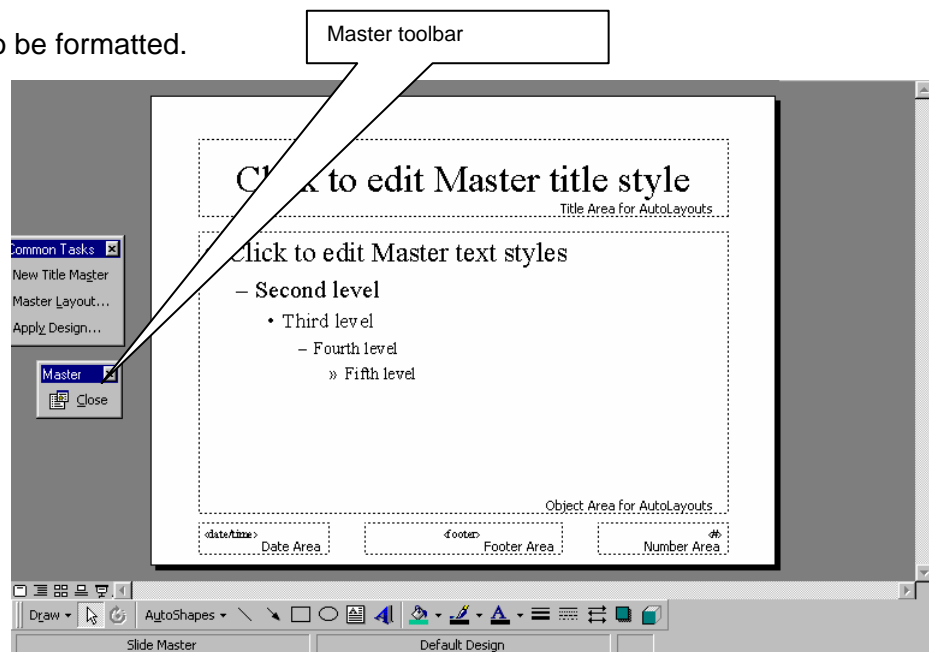
**Handout Master** – Allows you to choose an outline or how many slides will print out onto each handout.

**Notes Master** – Allows you to set up the notes page view so that outline and slides are visible.

#### Formatting Text from the Slide Master

##### To Format Text using Slide Masters

1. Click **View** on the Menu bar a, point to **Master**, then click either **Title Master** or **Slide Master**.
2. Select the text to be formatted.
3. Use the formatting toolbar to make changes or use the Format Menu's Font option.
4. Once your formatting is complete, return to the slide view by clicking **View** on the Menu bar and then click **Slide** or **Normal** depending on your version of PowerPoint or click the **Close** button on the Master toolbar.



## Changing Bullet Styles for your Presentation

### To Change the Bullet Style from the Master Slide

1. Click **View** on the Menu bar a, point to **Master**, then click **Slide Master**.
2. Click the line that you would like to change the bullet for to insert your cursor.
3. Click **Format** on the Menu bar, then click **Bullets and Numbering**.
4. Click on a different bullet character and click **OK**.
5. Once your formatting is complete, return to the slide view by clicking **View** on the Menu bar and then click **Slide** or **Normal** depending on your version of PowerPoint or click the **Close button** on the Master toolbar.

*Note:* To access more bullet styles, after step 3 click the **Character button**.

## Adding Images to the Master Slide

If you would like to have a particular image or logo appear on each slide of the presentation, you should add that image/logo using master slides.

### To Add an Image to the Master Slide

1. Click **View** on the Menu bar a, point to **Master**, then click either **Title Master** or **Slide Master**.
2. Select **Insert** on the Menu bar, then point to **Picture**, and then click **Clip Art** or **From File**. If you picked ClipArt, click the ClipArt category then click the picture that you would like to insert. From the Pop-up menu click the first button, this is the Insert button. If you picked From File, Use the **Look in drop down list** to locate the picture. Click the name of the picture and click **Insert**. (This step will vary depending on the version of PowerPoint being used.)
3. Once your formatting is complete, return to the slide view by clicking **View** on the Menu bar and then click **Slide** or **Normal** depending on your version of PowerPoint or click the **Close button** on the Master toolbar.

**Objective 2:** Insert images that have been captured from the Internet.

## Capturing Images from the Internet

Just as clip art pictures and pictures stored on disk can be inserted into a presentation, an image from the Internet can also be used in a presentation. When using images captured from the Internet, you need to be careful of copyright laws. A good rule of thumb is "When in doubt, don't do it."

### To Capture an Image from the Internet

1. Find the image you want to capture.
2. Right click in the middle of the image.
3. Click **Save image As** from the pop-up menu if you are using Netscape. Click **Save Picture As** from the pop-up menu if you are using Internet Explorer.
4. Your browser will take over asking you where to save the image and what to name it. (Please make note of the location where you are saving the image and the name.)
5. Click **Save**.

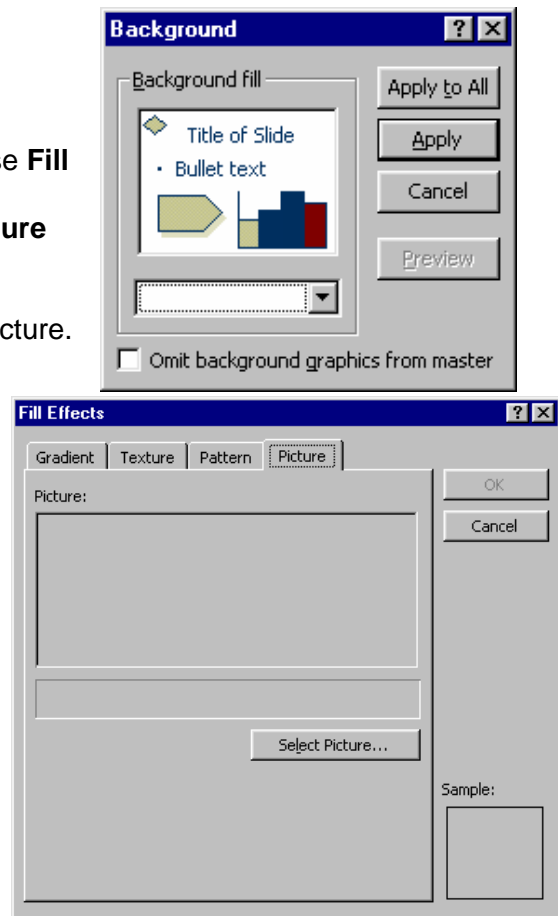
To insert the captured picture, follow the instructions for inserting a picture found on the Beginning PowerPoint handout.

**Objective 3:** Use an image as a background for you slides.

## Using an Image as a Background

### To Use an Image as a Background

1. Go to the slide you want to change.
2. Click **Format** on the Menu bar then click **Background**.
3. Click on the **color drop down list** and choose **Fill Effects**.
4. In the Fill Effects dialog box, click on the **Picture** tab.
5. Then click the **Select Picture** button.
6. In the Look in box, find the location of your picture.
7. Select your picture file, and click **OK**.
8. Click **OK** again and then click **Apply** so that the background is changed only on the current slide *or* click **Apply to All** to apply to all slides.



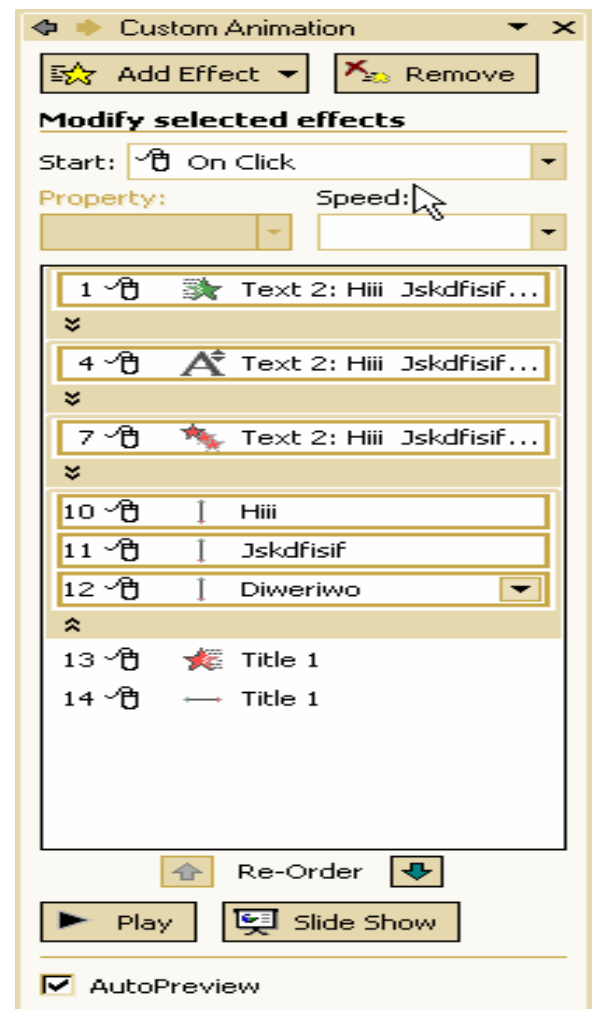
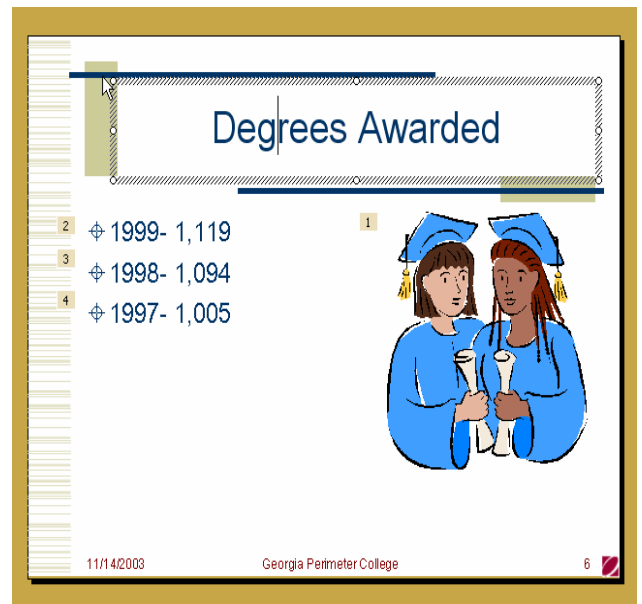
**Objective 4:** Customize slide animations.

## Setting Custom Animations

The Preset Animation options (discussed in the Beginning PowerPoint handout) are a quick way to set animations on text and other objects. There are more text and object animation options available under the Custom Animation command. In the Beginning PowerPoint handout, you were given a method to animate all objects on a slide in the same manner. The Customize Animation option will let you give different animation settings to different objects found on the same slide.

### To Customize Animations

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide to be changed.
2. Click **Slide Show** on the Menu bar, and then click **Custom Animation**.
3. In the top portion of the Custom Animation dialog box, you will see a list of all objects on a particular slide. Next to each object is a number, select the text box that corresponds to the object you wish to apply animation to. (Only select one at a time.)
4. Click the **Add Effect** tab if necessary.
5. For the **Entrance** animation, choose the animation effect by clicking on the selection. If necessary, you can choose animation for the **Emphasis** and **Exit** selections.
6. Repeat steps 3-5 for each additional object you would like to animate on the slide.
7. Then click the **Re-Order** tab.
8. In the Animation order list, if necessary, click the object that you wish to change the animation order for, then click either the **Up** or **Down** arrow.
9. If you would like to automate the animation, select the **Automatically** radio button in the **Start** animation section, then enter the time in seconds.
10. Click **Play** to view a Preview of your settings.



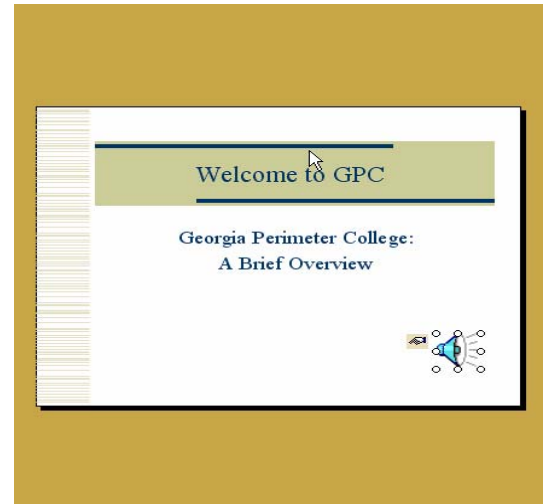
**Objective 5:** Add sound to your presentation.

### Adding sounds from a file

It is possible to add sound files to a slide, and have them played at a special time during the slide's presentation.

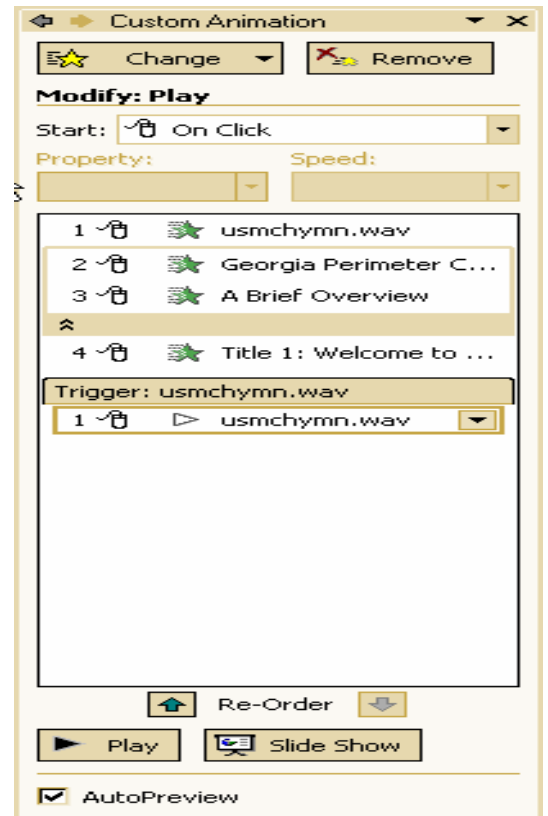
#### To Add a Sound from a File

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide that you want to add sound to.
2. Click **Insert** on the Menu bar, point to **Movies and Sounds**, and then click **Sound from File**.
3. Locate the sound file.
4. Click on a sound file, and click **OK**.
5. Click **No** to have the clip play manually.
6. A sound icon has been placed in the middle of your slide. You can move or re-size it.
7. To hear a preview of the sound, double click on the icon.
8. When you run the slide show, you'll have to click on the icon to hear the sound.



#### To Animate the Sound

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide that you want to modify the sound animation for.
2. Click the speaker icon to select it.
3. Click **Slide Show** on the Menu bar, and then click **Custom Animation**.
4. Click the **Add Effect** tab to animate the Entrance, **Exit, Emphasis** of the sound icon
5. If necessary, select the **Start on Click** mode under the **Modify Play Settings**.
6. If necessary, click the **Re-Order** tab. In the Animation order list, if necessary, click the object that you wish to change the animation order for, then click either the **Up** or **Down** arrow.
7. Click **Play** to view a Preview of your settings.



## **Objective 6:** Embed and link objects together.

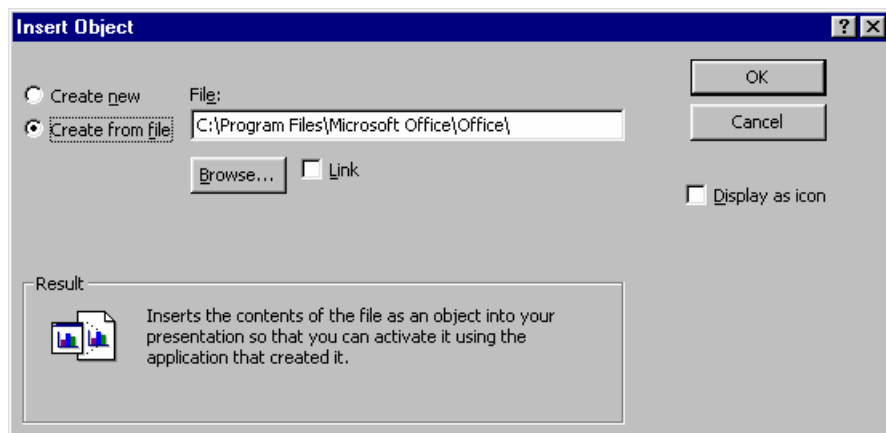
### **Embedded / Linked objects**

Many types of objects can be added to a slide show. Objects added to a slide can be referenced two different ways:

- **Embedded Object:** An object can be embedded into the slide in which case the object in its current state is placed directly onto the slide. When we create a new object from the Insert Object dialog box, we are creating an embedded object. Practical examples here are a MS Word table or an Organizational Chart.
- **Linked Object:** An object can also be linked to a slide in which simply a reference to the objects actual location is what is placed onto the slide, so that if the object changes, those changes will be seen when the object is selected from the slide show. When we choose Create from file in the Insert Object dialog box, we have the option to insert the object as linked. This feature is useful when we want to reference a MS Word or MS Excel file from a presentation. We don't want the file itself to be placed on the slide, instead we want to view that file in the program it was created by.

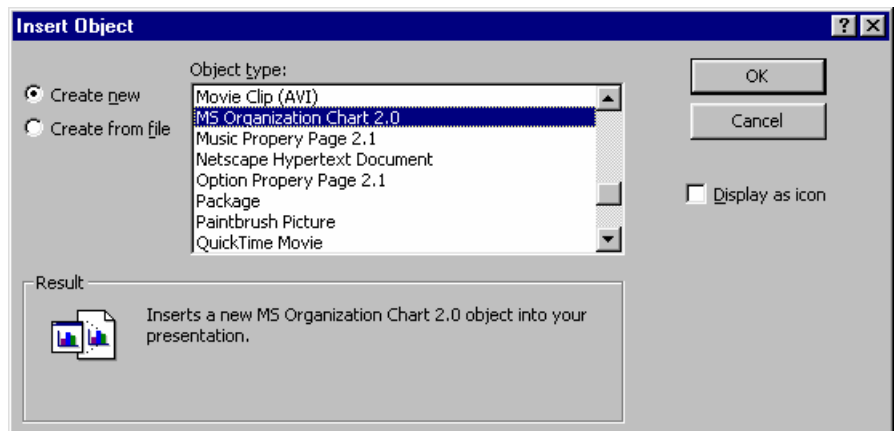
#### To Insert a Linked Object

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide to be changed.
2. Click **Insert** on the Menu bar then click **Object**.
3. Click the **Create from file** radio button.
4. Click the **Browse** button to find the file you wish to reference.
5. Locate the file, select the file and click **OK**
6. To create a link, click on the **Link** box. Then click **OK**
7. You can now move the object or resize it on your slide.



#### To Embed an Organizational Chart

1. In Slide view or Normal view depending on your version of PowerPoint, go to the slide to be changed.
2. Click **Insert** on the Menu bar then click **Picture**.
3. Click **Organization Chart**.
4. Edit the chart



## Create Hyperlinks

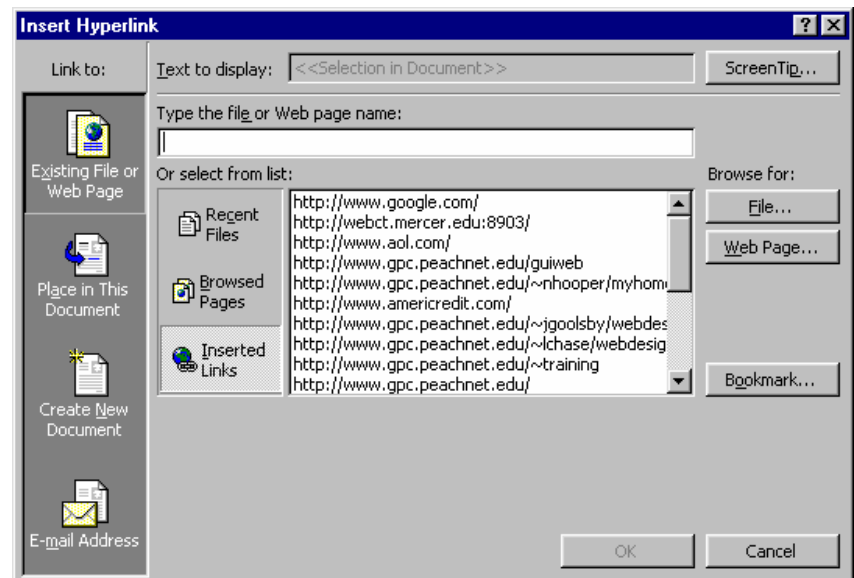
Hyperlinks can link to other objects such as Word documents, Excel spreadsheets, etc. In addition, Hyperlinks can link to websites and even to other slides in the same or a different presentation. Unlike embedded objects, objects accessed via a hyperlink will not be viewable from within the presentation. The originating program of the object will open. For instance, if you create a hyperlink to a Word document, Microsoft Word will open and display the document when the link is clicked during a presentation.

### To Create a Hyperlink

1. Select the text or image you want to display as the hyperlink then click the **Insert Hyperlink button** on the Standard toolbar.



2. The Insert Hyperlink dialog box will be different depending on the version of PowerPoint you are using.
3. In the **Type the file or Web page name box**, enter the URL of the website you wish to link to or click **Browse** to locate a file to link to. To link to a specific slide in the presentation, click the **Place in This Document** icon on the left side of the dialog box. Select the title of the slide you wish to link to.
4. Click **OK**.



*NOTE:* You need to be in Slide show view to test out your link. And you need to have an active Internet connection to use links to websites during your presentation.